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25 July 1978

MEMORANDUM FOR: Director of Central Reference

FROM :
Chief, Publications & Presentations Group

SUBJECT : NFAC Classification Document

1. Here are some suggestions for the NFAC classification document. As a start I have offered modifications of several sections of your draft OCR instruction of May that have general applicability. I have not tinkered with the many passages that would obviously be adjusted to take account of the NFAC, rather than OCR, nature of the new document. In addition I have added a draft section on nonpaper production.

2. Comment on OCR Document:

2a. Classification Authority, Identification and Marking

(1) Authority in NFAC for classifying material is the responsibility of specifically designated individuals. (An attachment should list individuals with classification authority and their identity number.)

(2) In second line, after "all paper copies" insert "(for printed documents, the reverse side of the front cover)."

d. All classified intelligence products and administrative notices and correspondence shall carry classification markings by paragraph, except when waivers have been obtained from the Director of the Information Security Oversight Office under Section 1-504 of EO 12065. Classification markings and dissemination controls will

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be placed together at the end of paragraphs, in abbreviated form. Classifications will be cited as follows: "TS" (TOP SECRET); "S" (SECRET); "C" (CONFIDENTIAL). "U" will signify unclassified paragraphs. Titles of intelligence products, of their component parts, and of administrative papers should be marked with the same abbreviated citations when they warrant classification, but when unclassified need not carry the "U". In keeping with Section 1-604, classification of titles will be the exception rather than the rule.

g. (I suggest that we defer any attempt to compose wording on SCI until the special committee now examining this subject concludes its work.)

3. Electromagnetic, Electro-optical, and Motion Picture Products

Videotapes, videodiscs, and motion pictures produced by NFAC will carry classification, dissemination, and compartmented information markings as follows:

(1) Classification, dissemination and compartmented information markings will follow immediately after the initial frames that show the CIA logo. The office and date of origin, date for declassification or review, intelligence warning notice, and identity of the classifying authority will then follow in sequence before the title of the production.

(2) Classification, dissemination, and compartmented information markings will be repeated at the end of each production.

(3) The master script (file copy) of any electronic image or film product will be treated as a printed document and classification, dissemination, and compartmented information markings will be annotated on the master script.

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(4) Labels and packaging (film cans, videodisc boxes and sleeves, videotape boxes) will carry appropriate classification, dissemination, and compartmented information markings.



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